

GSA Web Vendor Application

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[Web Vendor](#) > Home Page

CAMBRIDGE MANAGEMENT
Payment Search Payment Search
Submit Invoice All PO Search PO
View Invoice All Unpaid Search Unpaid All Rejected Search Rejected
Other Vendor User Guide Inv. Status & Codes C C R Help Sign Out

Welcome to the GSA Web Vendor Application.

This application provides GSA Vendors with access to current payment and invoices status, as well as the ability to submit electronic invoices.

Payment Search: Check the status of goods and services contract payments. This search will show payments that have already been processed and submitted to the Department of Treasury for disbursement. The search returns the invoice number, payment type EFT or check number and payment date.

Submit Invoice: Submit an electronic invoice for immediate processing. An electronic invoice will not need to be mailed, scanned and keyed, eliminating days of processing delay. An electronic invoice can be keyed at the summary or detail level, and backup documentation can be attached.

View Invoice: View the current inventory of invoices and the status of each invoice. This search returns invoices in-processing that have not been paid. The application will return the invoice number, invoice date, invoice amount and status of each in process invoice.

Please direct any questions to FW-CustomerSupport@gsa.gov.
When contacting customer support, please provide Pegasys Document Number and Taxpayer Identification Number.
If you are attempting to invoice electronically and receive an error message, please attach a copy of the error message.

Note: We use temporary cookies on our site only for internal tracking and improving our service.
No data is shared with any other parties. Learn more from our [Privacy and Security Policy](#).

A) To Submit an Invoice

- 1) Click on the Submit Invoice link
- 2) Click on the All POs link

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[Web Vendor](#) > Submit Invoice

Submit Invoice

Submit an electronic invoice for immediate processing. An electronic invoice will not need to be mailed, scanned and keyed and will eliminate days of processing delay. An electronic invoice can be keyed at the summary or detail level, and backup documentation can be attached.

All POs:
Selection of this option will provide a list of purchase orders that the user is allowed to submit invoice electronically.

Specific PO:
Selection of this option will allow the user to search for a specific purchase order by Pegasys Document number, Act number, Contract number or purchase order number.

Please direct any questions to FW-CustomerSupport@gsa.gov.
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- 3) Click on the link for the specific PO for which you want to submit an invoice (similar to the example below):

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[Web Vendor](#) > [Submit Invoice](#) > PO List

Purchase Order Search Result

Download all PO's listing

[SAVE AS EXCEL](#)

2 POs found.

PDoc No	ACT	PO NUMBER	CONTRACT	PO DATE	PO AMOUNT	PO BALANCE	SIGNATURE
EPGS05P16SIP7003			GS-05-P-16-SI-P-7003	11/25/2015	\$12,000.00	\$4,000.00	
EPGS05P16GCP7002			GS-05-P-16-GC-P-7002	02/18/2016	\$62,006.85	\$2,963.55	

Note

When trying to submit your electronic invoice, if your purchase order does not appear in the listing for your TIN, please email GSAInvoiceAssistance@gsa.gov with the missing purchase order information. You may also submit your invoice via paper to

GENERAL SERVICES ADMINISTRATION

PO Box 17181

FORT WORTH, TX 76102-0181

until such time that your PO appears on the listing. For any other invoice inquiries, please contact Customer Service at FW-CustomerSupport@gsa.gov or call (800) 676-3690.

[I clicked on the 1st PDoc No link]

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Web Vendor > Submit Invoice > Add Invoice Data Entry

Please note: You can not submit an invoice # that has been previously submitted to GSA under any PO. The invoice # must be unique.

Invoice Data Entry (Note: * fields are mandatory.)

Invoice Header

Invoice Date 08/03/2016 (required)
Invoice Number (required)
ACT Number
Pegasys Doc No. EPGS05P16SIP7003
Discount Days 0
Discount Percentage 0 %
1% Enter as 1, 1/2% Enter as 0.5, 1/4% Enter as 0.25

Vendor Remittance Information

Name CAMBRIDGE MANAGEMENT
Address 1 15941 S. HARLEM AVE., #108
Address 2
Address 3
City TINLEY PARK
State IL
Zip Code 60477

- Do not enter "\$" into the currency field manually.
- Use "MM/DD/YYYY" format in date field, for example 10/02/2013.

Invoice Service Period

DELETE	LINE No.	QUANTITY*	UNIT*	UNIT COST	AMOUNT*	ITEM No.	DESCRIPTION*	SHIP DATE	BEGIN DATE	END DATE
<input type="checkbox"/>	1	0	EA	0	0					

ADD A NEW INVOICE DETAIL LINE

DELETE MARKED INVOICE LINE

Note: Both Invoice Date and Invoice Number are required to proceed further.

Purchase Order Information

PO Number
PO Amount \$12,000.00
PO Open Balance \$4,000.00
Contract Number GS-05-P-16-SI-P-7003
Contracting Officer

Invoice Amount

Tax Amount 0
Shipping Amount 0
Total Amount 0 (required)

Attachments may be added on the last screen.

CONTINUE

Please direct any questions to FW-CustomerSupport@gsa.gov.

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- Enter Invoice Number (do not use any spaces or special characters)
- If offering a discount, enter the number of discount days
- If offering a discount, enter the discount percent (for example, 1% discount would be entered as 1 OR ½% discount would be entered as 0.5)
- Enter the Quantity (must be a WHOLE number – no fractions)
- Select Unit type from drop down box (usually EA)

DELETE	LINE No.	QUANTITY*	UNIT*	UNIT COST	AMOUNT*	ITEM No.	DESCRIPTION*	SHIP DATE	BEGIN DATE	END DATE
<input type="checkbox"/>	1	0	EA	0	0					

ADD A NEW INVOICE DETAIL LINE

DELETE MARKED INVOICE LINE

Note: Both Invoice Date and Invoice Number are required to proceed further.

Purchase Order Information

Invoice Amount

- Enter Unit Cost (do not use dollar sign)
- Enter Amount (must equal Quantity times Unit Cost)
- Enter Brief Description (do not use any special characters)

12) Enter either the SHIP DATE or enter the Begin Date AND the End Date (do not enter all three dates) Use MM/DD/YYYY format for dates

A calendar will pop up for your use or you can enter it manually

Invoice Service Period

SHIP DATE	BEGIN DATE	END DATE

August, 2016

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: August 3, 2016

Invoice Service Period

BEGIN DATE	END DATE

August, 2016

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: August 3, 2016

Invoice Service Period

BEGIN DATE	END DATE

August, 2016

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: August 3, 2016

Example of completed Invoice Header and completed Line item

Please note: You can not submit an invoice # that has been previously submitted to GSA under any PO. The invoice # must be unique.

Invoice Data Entry (Note: * fields are mandatory.)

Invoice Header

Invoice Date (required)

Invoice Number x (required)

ACT Number

Pegasys Doc No.

Discount Days

Discount Percentage %

1% Enter as 1, 1/2% Enter as 0.5, 1/4% Enter as 0.25

Vendor Remittance Information

Name CAMBRIDGE MANAGEMENT

Address 1 15941 S. HARLEM AVE., #108

Address 2

Address 3

City TINLEY PARK

State IL

Zip Code 60477

- Do not enter "\$" into the currency field manually.
- Use "MM/DD/YYYY" format in date field, for example 10/02/2013.

Invoice Service Period

DELETE	LINE NO.	QUANTITY*	UNIT*	UNIT COST	AMOUNT*	ITEM NO.	DESCRIPTION*	SHIP DATE	BEGIN DATE	END DATE
<input type="checkbox"/>	1	4	EA	5.20	20.80		Spcl request material	8/01/2016		

Note: Both Invoice Date and Invoice Number are required to proceed further.

13) Enter the Invoice Amount information

Purchase Order Information

PO Number

PO Amount \$12,000.00

PO Open Balance \$4,000.00

Contract Number GS-05-P-16-SI-P-7003

Contracting Officer

Invoice Amount

Tax Amount

Shipping Amount

Total Amount (required)

Example of completed Invoice Amount Information

Purchase Order Information

PO Number
PO Amount \$12,000.00
PO Open Balance \$4,000.00
Contract Number GS-05-P-16-SI-P-7003
Contracting Officer

Invoice Amount

Tax Amount
Shipping Amount
Total Amount (required)

Attachments may be added on the last screen.

CONTINUE

14) Then Click Continue

15) The Review Information page will display.

Verify all information.

a) If there are any errors, use the BACK button to return to the previous page to correct the errors and try again

b) If there are no errors, click the Submit Invoice For Payment link.

Example of Review page:

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Web Vendor > **Submit Invoice** > Invoice Review

Review and Submit Invoice

Please verify all data in **blue text** below.
Important: Your input will not be final until you click the "Submit Invoice For Payment" button.

CAMBRIDGE MANAGEMENT
15941 S. HARLEM AVE., #108
TINLEY PARK, IL 60477

08/03/2016
Invoice #: MyTest123Inv
BILL TO:
GENERAL SERVICES ADMINISTRATION
ACCOUNT PAYABLE BRANCH (7BCP)
P.O. Box 17181
FORT WORTH, TX 76102-0181

GSA Act #:
PO Number:
Contract #: GS-05-P-16-SI-P-7003

Discount: 0%
Discount Days: 0
Contact Info:

Row#	QTY	UNIT	UNIT COST	TOTAL AMOUNT	ITEM No	DESCRIPTION	SHIP DATE	SERVICE BEGIN_DATE	SERVICE END_DATE
1	4	EA	5.20	20.80		Spcl request material	08/01/2016		

Tax Amount: \$0.00
Shipping Amount: \$0.00

Total Amount: \$20.80

Your Invoice is not complete until you click here

SUBMIT INVOICE FOR PAYMENT

BACK

Note: Attachments may be added on the next screen.

16) Invoice Submission Confirmation page will display (as shown below)

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[Web Vendor](#) > [Submit Invoice](#) > Invoice Data Entry

Save Invoice

Invoice has been submitted successfully.

Act Number:
Pegasys PO Document Number: **EPGS05P16SIP7003**
PO Number:
Vendor Invoice Number: **MyTest123Inv**
Invoice Date: **08/03/2016**
Invoice Amount: **20.80**
Confirmation Number: **GSANETINV0701735**
Invoice Submit Date: **8/3/2016 2:02:38 PM**

Click here [UPLOAD ATTACHMENT](#) if you want to upload supporting document.

The invoice has been submitted successfully. You will be able to view it on the "View Unpaid Invoices" option in approximately 30 minutes.

Please direct any questions to FW-CustomerSupport@gsa.gov.

When contacting customer support, please provide Pegasys Document Number and Taxpayer Identification Number. If you are attempting to invoice electronically and receive an error message, please attach a copy of the error message.

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17) If you wish to attachment a backup document (only one attachment is allowed), click the UPLOAD ATTACHMENT link

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[Web Vendor](#) > [Submit Invoice](#) > Invoice Upload

Upload a Supporting Document

Click Browse to locate the document on your computer. Be sure to click Upload when you are done. (The file size can not be over 7 megabytes).

File Name and Path should not have any Special Characters (~!@#\$%^&*(){}[]|;'<>,.?) or Spaces.

Upload your Invoice [Browse...](#)





[UPLOAD](#) [CANCEL](#)

Please direct any questions to FW-CustomerSupport@gsa.gov.

When contacting customer support, please provide Pegasys Document Number and Taxpayer Identification Number. If you are attempting to invoice electronically and receive an error message, please attach a copy of the error message.

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18) To upload your document, use the Browse button to locate the document on your PC. (this can be an EXCEL spreadsheet, a WORD document, a PDF, or other common business document type)

 WD My Book Essentail Users Guide	3/16/2015 11:25 AM	Adobe Acrobat D...	2,068 KB
 NotHappyCat	7/2/2015 10:21 AM	JPEG image	142 KB
 COGM&ARoles	3/16/2016 1:16 PM	Microsoft Excel 97...	438 KB
 2014 Ethics training	10/20/2014 1:47 PM	Microsoft Word D...	851 KB

19) Click UPLOAD

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[Web Vendor](#) > [Submit Invoice](#) > Invoice Upload

Upload a Supporting Document

Click Browse to locate the document on your computer. Be sure to click Upload when you are done.
(The file size can not be over 7 megabytes).

File Name and Path should not have any Special Characters (~!@#\$%^&*(){}[]|:'<>,.?) or Spaces.

Upload your Invoice C:\Users\RobynBWinter- Browse...

UPLOAD CANCEL

20) If your Upload is successful, you will get a confirmation of that

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[Web Vendor](#) > [Submit Invoice](#) > Invoice Upload

Upload a Supporting Document

The file has been uploaded. Please click [here](#) to go back to Search Purchase Order.

21) If your Upload is not successful, you will get an error message.

22) To go back to use the Search Purchase Order screen again, click on the CLICK HERE link as shown below or click LOGOFF if you have no further activity to complete

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HOME PAGE PAYMENT SEARCH SUBMIT INVOICE VIEW INVOICE HELP ACCOUNT MANAGEMENT LOGOFF

Web Vendor > **Submit Invoice** > Invoice Upload

Upload a Supporting Document

The file has been uploaded. Please [click here](#) to go back to Search Purchase Order.

23) If you wish to continue, you will have the options to use Payment Search, Submit Invoice, View Invoice, or any of the other tabs on the page as shown below

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HOME PAGE **PAYMENT SEARCH** **SUBMIT INVOICE** **VIEW INVOICE** HELP ACCOUNT MANAGEMENT LOGOFF

Web Vendor > Submit Invoice

Submit Invoice

Submit an electronic invoice for immediate processing. An electronic invoice will not need to be mailed, scanned and keyed and will eliminate days of processing delay. An electronic invoice can be keyed at the summary or detail level, and backup documentation can be attached.

All POs:

Selection of this option will provide a list of purchase orders that the user is allowed to submit invoice electronically.

Specific PO:

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24) The HELP page has information you may find useful

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Web Vendor > Help

Quick Reference

Frequently Asked Questions

Faster Payments

EFT/ACH Enrollment

Finance Phone Numbers

Invoice Addresses

Web Vendors Help . . .

1. Submitting an Electronic Invoice
2. User Guide for the Recurring Order (RO)
3. How to save searched data

Saving Data: It is possible to save the searched data to your local system hard drive in the form of a XLS Spreadsheet. If you are on a page which has a button "Save as Excel", click on the button and you will see a dialogue asking you to save or open the file. Click on Save and it will open another dialogue box where you can select a local path folder on your system and click on Save button. This will save a copy of this spreadsheet on your system. Even if you Open the file, you can still save it by clicking on "File" and "Save as" menus in your application.

[Go to Top](#)

25) The Payment Search page allows you to search for Payments using the down drop box criteria as shown below:

Payment Search

Search Payment

Search for

in **Invoice**

from Peg Doc Num

from Amount

from ACT

from Check/EFT Trace Number

from PO Doc Num

from **Current FY** data.

FY 2015

FY 2014

FY 2013

FY 2012

FY 2011

FY 2010

FY 2009

FY 2008

FY 2007

FY 2006

FY 2005

FY 2004

FY 2003

FY 2002

FY 2001

FY 2000

FY 1999

FY 1998

FY 1997

FY 1996

FY 1995

SEARCH

Pending Payment Only ☐

(To search for all payments, leave the "search for" field blank.)

Pending payments are those that have been processed and are scheduled for release on the EFT or Check date.
Please direct any questions to FW-CustomerSupport@gsa.gov

Please direct any questions to FW-CustomerSupport@gsa.gov.

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26) For example, Leaving the Search for box blank and accepting the default in "Invoice" and the default from "Current FY", and leaving the Pending Payment Only blank, click SEARCH

Payment Search

Search Payment

Search for
in **Invoice**
from **Current FY** data.

Pending Payment Only ☐

(To search for all payments, leave the "search for" field blank.)

Pending payments are those that have been processed and are scheduled for release on the EFT or Check date.
Please direct any questions to FW-CustomerSupport@gsa.gov

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[Web Vendor](#) > [Payment Search](#) > Payments

2 document(s) found.

INVOICE PegDocNum	PAY AMOUNT	INTEREST (DISCOUNT)	TRACE NUMBER	ESTIMATED DATE	ACTUAL DATE	PYMT. TYPE	FUND	VENDOR NAME	CREDITS HOLDBACKS	ACT
100162 P720160701000060	\$8,000.00	\$0.00	01265396	07/12/2016	07/12/2016	EFT	192	CAMBRIDGE MANAGEMENT	\$0.00 \$0.00	EPGS05P16SIP7003
19166 P720160621000266	\$59,043.30	\$0.00	00247541	07/01/2016	07/01/2016	EFT	192	CAMBRIDGE MANAGEMENT	\$0.00 \$0.00	EPGS05P16GCP7002

Please direct any questions to FW-CustomerSupport@gsa.gov.
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26) You have the option to Save the Results of your search as an EXCEL spreadsheet by clicking the Save As Excel button.

You will get a pop up at the bottom of your screen.

Do you want to open or save **PaymentSearch.xls** (413 bytes) from **test-iis.ocfo.gsa.gov**?

27) You can Open the file without saving it, or you can click the Save drop down arrow to save the spreadsheet to the location of your choice on your PC

Do you want to open or save **PaymentSearch.xls** (413 bytes) from **test-iis.ocfo.gsa.gov**?

28) Once the item is saved, you may still use any of the options on the Web Vendor page as you did before

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[Web Vendor](#) > Submit Invoice

Submit Invoice

Submit an electronic invoice for immediate processing. An electronic invoice will not need to be mailed, scanned and keyed and will eliminate days of processing delay. An electronic invoice can be keyed at the summary or detail level, and backup documentation can be attached.

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